

Detailed Zoom Meeting Door Prize Instructions and Rules

TCSS is pleased to announce a new feature for our Zoom Monthly Meetings – the return of the Door Prize event. *For the next meeting in November, this will be a test, so if we run into problems, please understand.*

For those who have been to one of our in-person Monthly Meetings, you probably remember you could buy tickets for plants (generally red in color) and a Door Prize ticket (generally blue in color) was given to everyone. Then at the end of the meeting break, we would have the drawings.

However, in the virtual world of Zoom, we can't have actual tickets and plants to give away. So, rather than tickets and plants we will use Zoom Chat Room messages as a 'ticket' and rather than plants, six \$25 gift certificates will be awarded to six winners. This is why we need your email address to contact the winners and get your mailing address.

This process is open to all meeting attendees, member or non-member. And, *there is no charge to you!*

Below is a description of the new virtual process. On the last page are screen shots to illustrate the above process (once you have joined the Zoom Meeting).

1. If you would like to participate in the virtual drawing, please do the following:
 - a. When in Zoom, at the bottom of your screen, there is a small horizontal menu with an icon called "Chat";
 - b. Click on that and a new window will pop-up;
 - c. At the bottom of the new Chat window, there is a field filled in with "Everyone";
 - d. Click on the small arrow and a drop-down field with a lot of names will appear;
 - e. Click on 'Door Prize Tickets';
 - i. Please do **not** send your information to "Everyone," please make sure the 'Door Prize Tickets' name is selected. Any information sent to 'Everyone' will not be used and may be displayed to the public attendees.
 - f. On the line that says "Type message here" type over it with your real name and email in the form like: 'John Doe jdoe12@email.com' and press the "Enter" or "Return" key on your keyboard.
 - i. Only one entry per email is allowed. Multiple entries will be disqualified.
 - ii. This will be a private message that is not viewable except to 'Door Prize Tickets'.
 - g. There is a time limit for entries -- from the start of the meeting to the start of the presentation. All chat messages must be received in that time period or they will not be used. This is due to the time required to process the data.
2. That is all you need to do to enter.

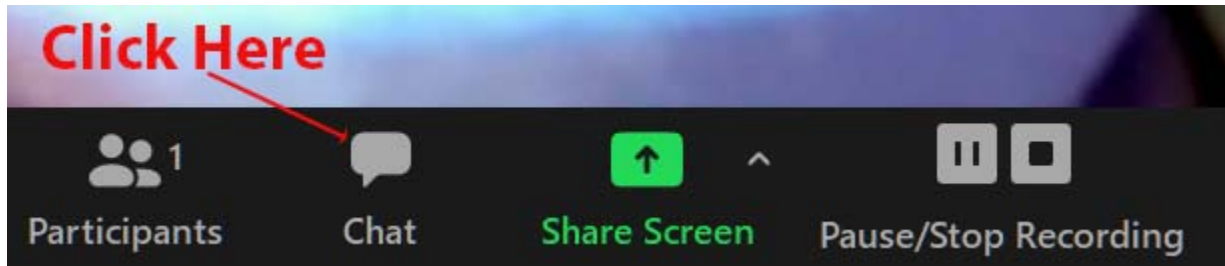
One more point – Many of our vendors shown on the certificate will do either mail order or online orders (or both). Thus, you do not have to be local to enter. However,

you will be responsible for any shipping costs, etc. that you incur when you redeem the \$25 gift certificate. The winners will be contacted by email.

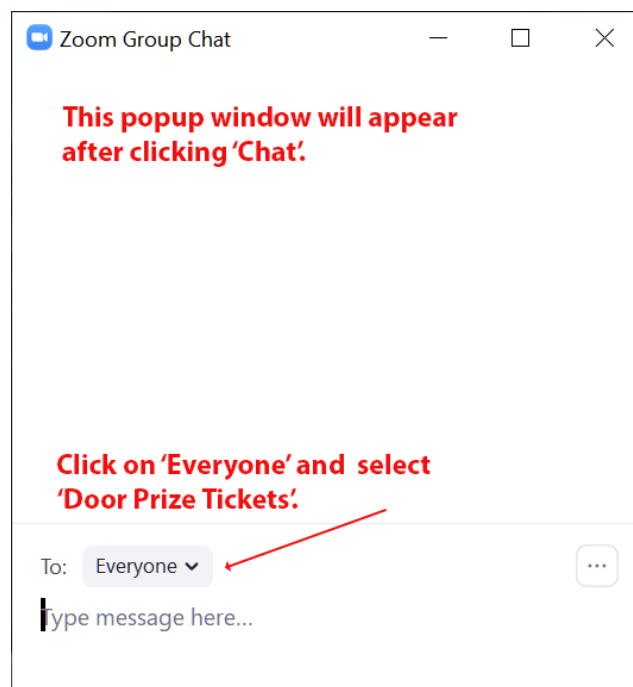
3. You may be interested in how we select the winners.
 - a. One of our members has written a small database-driven PC application that takes your Chat Message information and loads it into a database
 - b. Then a random number is assigned (by the database) to each person.
 - c. When the "Select Winner" button is clicked, the system generates a random number which is matched to an entry and that person is a winner of the gift certificate.
4. Please note that once the process has finished and certificates awarded, we will delete all personal information stored in the database.

Visual Instructions for Entering the Door Prize Event

1. After starting Zoom and entering the meeting, click on “Chat’ at the bottom of your screen



2. Click on the word ‘Everyone’ at the bottom of the chat window



3. Click on ‘Door Prize Tickets’
4. On the line that says “Type message here” type over it with your real name and email like: ‘John Doe jdoe12@email.com’ and press “Enter” or “Return” on your keyboard.

Click on the “Type message here” and enter your real name and email, then press the enter key on your keyboard.

To: Door Prize Tickets (Privately)

Type message here...

john doe jdoe12@email.com

5. **You are now entered into the virtual drawing!**